



*United States Army*  
***Warrant Officers Association***  
***The Quiet Professionals®***

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February 10, 2024

Dear Chapter Leaders:

As I am sure everyone knows, the United States Army Warrant Officers Association (USAWOA) is a not-for-profit association established in 1972 and incorporated pursuant to the Virginia Non-stock Cooperation Act. Our national bylaws are binding for all members, chapters, regions, members of appointed committees and councils, national headquarters staff, contractors, consultants, national executive director, elected officials, other individuals, and companies under contract with USAWOA. All USAWOA chapter bylaws mirror the national bylaws and provide specific guidance to the operation of USAWOA at echelon. I say this to re-emphasize that USAWOA is not simply a social media group or club, rather, a United States Internal Revenue Service recognized, non-profit, 501c(19) Veterans Service Organization.

Also, please note that the word “officers” in our name purposely contains the letter “s” at the end. All too often we see instances where the singular word “officer” is incorrectly used instead of the plural officers. While this may seem minor and trivial, it goes back to our foundational documents from 1972. Whenever USAWOA is spelled out, it should be with the word “officers” and I ask that we look to our social media pages, certificates, letterhead, etc., and where we have misidentified ourselves as “officer” in our USAWOA title, to make the necessary edits to correct it.

Something some members also may not realize is that the USAWOA logo at the top of this letter is the association’s official emblem/logo and approved by the Patents and Trademark Office, Washington, D.C., as the Trademark of USAWOA. In accordance with trademark infringement rules, any design which includes any or all the following are also protected by the Trademark; **(1) the initials “USAWOA” and the initials “WOA.” (2) Any combination of the three words “Professionalism,” “Representation” and “Recognition.” (3) A graphic representation of the U.S. Army Warrant Officers insignia (eagle rising) in company with the initials or words identified in (1) and (2).**

Additionally, the service mark “**The Quite Professionals®**” is a copyrighted item owned by USAWOA and can only be utilized after obtaining written permission from the national headquarters. Its use must include the copyright symbol at the end of the line and using this service mark without written permission is a violation of federal law. We wholeheartedly encourage the use of our USAWOA emblem and service mark for official documents, flags, stationery, emblems, plaques, and related items. However, its use must be first coordinated and approved for use by the executive director, as stated in our bylaws. We must ensure that all usage complies with the highest standards of the association and our members.

Finally, the USAWOA Board of Directors and Past President’s Council spent the past year updating our key governing documents. While the bylaws serve as our Army Regulation equivalent, the Operations Manual would be our technical manuals, pamphlets, and standard operating procedures. As warrant officers, whether still serving or retired, we can all appreciate

and understand the necessity of knowing the documents that grant us authorities and establish rules for how we function. They apply to National HQ down to the chapter and individual members. Everything from how national elections are conducted (2024 is an election year), how chapters receive financial rebates, our legislative efforts, how to recommend members for the USAWOA Award for Excellence and more, are explained in these manuals. They provide instruction and guidance for everything our association does and are vitally important to the running of our association.

I ask that all USAWOA members, but most importantly our chapter leadership officers, download, and familiarize themselves with these documents. A good practice is to have them in a binder and readily available at your chapter meetings. Many questions you may have can likely be found in these manuals but as always, do not hesitate to reach out to the HQ if you have any specific questions ([hq@usawoa.org](mailto:hq@usawoa.org)). All manuals can be found in the USAWOA digital library and links to each are found below.

USAWOAM 200-2 National Bylaws (Revised January 2023)

<https://docs.usawoa.org/bylaws/bylaws.html>

USAWOAM 300-1 Operations Manual (Revised October 2023)

<https://docs.usawoa.org/operations/operations.html>

USAWOAM 400-1 Ethical Policy (Revised October 2023)

<https://docs.usawoa.org/ethics/ethics.html>

USAWOAM 400-2 Financial Management (Revised August 2023)

<https://docs.usawoa.org/financial/financial.html>

USAWOAM 500-1 National Awards Manual (Revised November 2022)

<https://docs.usawoa.org/awards/awards.html>

In conclusion, I ask this President's letter to be widely distributed across the association for better shared awareness. Collectively we continue to do important things for our warrant officers, our retirees and our families and I am appreciative of everyone's efforts. **Warrant Officers Taking Care of Warrant Officers.**

Sincerely, [OBJ]

CW5 Michael Dye  
National President, USAWOA  
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